

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 09/03/13-09/04/13
Form ID TEA000144498
Approver Richard J Chivaro
Start Date/Time 09/03/13 / 0415
End Date/Time 09/04/13 / 2030
Trip Location Sacramento
Purpose of Trip Official SCO business. Meetings at
Authorization #/ Trip # ROF & FTR Meeting 9/4 /

REPORT TOTALS

Report Total 619.48 USD
Department Paid 246.53 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 372.95 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
09/03/13	Airfare - Commercial	208.79	Cash	United States (US	1.00		208.79
09/03/13	Lodging	95.76	Cash	United States (US	1.00		95.76
09/03/13	Incidentals	5.00	Cash	United States (US	1.00		5.00
09/04/13	Airfare - Commercial	208.79	Department Paid	United States (US	1.00		208.79
09/04/13	Breakfast	7.00	Cash	United States (US	1.00		7.00
09/04/13	Lunch	11.00	Cash	United States (US	1.00		11.00
09/04/13	Dinner	23.00	Cash	United States (US	1.00		23.00
09/04/13	Auto/Car Rental	37.74	Department Paid	United States (US	1.00		37.74
09/04/13	Gasoline	8.75	Cash	United States (US	1.00		8.75
09/04/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
09/04/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65

Expense Sub-Totals

Auto/Car Rental 37.74
 Airfare - Commercial 417.58
 Gasoline 8.75
 Parking, Auto 8.00
 Breakfast 7.00
 Dinner 23.00
 Lunch 11.00
 Incidentals 5.00
 Lodging 95.76
 Personal Auto Mileage 5.65

Review Items - Exceptions and Questions

Text	Response	Policy
Receipt and travel itinerary required for this expense item.		ER Department Policy #1

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
09/03/13	Airfare - Commercial	208.79	Reimbursable			Yes
09/03/13	Lodging	95.76	Reimbursable			Yes
09/03/13	Incidentals	5.00	Reimbursable			No
09/04/13	Airfare - Commercial	208.79	Reimbursable			Yes
09/04/13	Breakfast	7.00	Reimbursable			No
09/04/13	Lunch	11.00	Reimbursable			No
09/04/13	Dinner	23.00	Reimbursable			No
09/04/13	Auto/Car Rental	37.74	Reimbursable			Yes
09/04/13	Gasoline	8.75	Reimbursable			Yes
09/04/13	Parking, Auto	8.00	Reimbursable			No
09/04/13	Personal Auto Mileage	5.65	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage